



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 4050.2A
N31

MAY 27 1998

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 4050.2A

From: Commander, Naval Training Center, Great Lakes

Subj: COLLECTION, INVENTORY AND DISPOSITION OF LOST AND FOUND
PERSONAL PROPERTY

Ref: (a) DODINST 4160.21-M

1. Purpose. To publish procedures whereby lost and found personal property may be disposed of under the provisions of reference (a) and this instruction.
2. Cancellation. NTCGLAKESINST 4050.2. This instruction has been substantially revised and should be reviewed in its entirety.
3. Scope. This instruction applies throughout Naval Training Center (NTC), Great Lakes. Under the provisions of reference (a), disposal authority has been delegated to Commander, Naval Training Center (CNTC). Under this authority, lost and found personal property shall be disposed of in accordance with reference (a) and this instruction.
4. Procedures.
 - a. All NTC personnel will be instructed to deliver all items found to NTC Security, Watch Commander, located at Building 130. All items turned in will be entered into a log book and the finder will be given a receipt for such items.
 - b. Found articles will be safeguarded while in the custody of NTC Security. All valuables will be secured under lock and key and access limited.
 - c. All found articles entered into the lost and found log book, must be tagged and have pertinent information documented and logged to execute disposal in a timely manner.
 - d. When an individual with proof of ownership claims an item they must sign the log book reflecting receipt of such item(s).
5. Property Disposal. Diligent efforts will be made to locate the owners, their heirs and/or next of kin, beginning no later than seven days after the date on which the property comes in the

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custody or control of Lost and Found. The period for which that effort is continued may not exceed 45 days. These attempts must be documented in the lost and found log book.

a. If after diligent efforts are made, and the owner, heirs, or next of kin cannot be located, the articles will be disposed of in accordance with the following procedures:

(1) Military dependent identification cards will be turned over to NTC Personnel Support Activity Detachment (PSD) and signed for if the owner cannot be located in three working days. Civilian identification cards will be identified by number to the Badge and Pass Office Supervisor, Building 130, the day they are found. The Badge and Pass Supervisor will authorize their destruction if the owner cannot be located in three working days.

(2) Unclaimed personal property which has been identified as belonging to an individual by reason of name, service number, or other identification shall be segregated and tagged with the name of the person believed to be the owner. Articles having no value except to the original owner, (i.e., toilet articles, cosmetics, used/soiled personal items, undergarments, etc.), shall be listed on the property inventory, but shall be discarded by the holding activity. If after 120 days the property is not claimed or the owner is not found, the property may be disposed of as listed below. Documentation must be retained for not less than one year.

(3) Unclaimed personal property of less than \$300 in value, after 120 days, will be turned over to a charitable organization, such as Navy Relief, American Red Cross, Salvation Army, etc., or to a non-appropriated fund instrumentality (NASI) that can and does use the property as part of its program. The articles must be signed for listing the organization. Documentation must be retained for not less than one year.

(4) Unclaimed military articles, or surplus, and personal property of more than \$300 in value, will be turned over to the Defense Reutilization Marketing Office (DRMO) after 120 days, where they will be disposed of in accordance with reference (a). Documentation must be retained for not less than one year.

b. All disposal transactions must be authorized, in writing, by the Director of Security.

6. Money Disposal. Money that is considered found will be handled as unreturned evidence. If the owner cannot be located

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it is to be retained in the evidence safe for a period of 90 days. If it has not been claimed within 90 days the money will be turned over to the NTC Supply Department for return to the U.S. Treasury Department.



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Chief of Staff, Operations

Distribution:

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Lists I, II (Case B) & III-A, B, C